



# BEXAR COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

**ADMINISTRATIVE POLICY NUMBER:** 2.1

**TITLE:** BOARDS AND COMMISSIONS GUIDELINES

**PREPARED BY:** COMMISSIONERS COURT

**REFERENCE:** ADMINIISTRATIVE POLICY 1.2

**ADOPTED DATE:** FEBRUARY 3, 1993

**EFFECTIVE DATE:** JANUARY 10, 2001; FEBRUARY 3, 1993

**REVISED DATE:** AUGUST 24, 2004 (PUBLIC OFFICE)

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## PURPOSE

To establish general operational and administrative guidelines for all Bexar County created boards and commissions.

## POLICY

These provisions shall be applicable to members of any board and commission of the County of Bexar appointed by Commissioners Court, or by individual members of the Court.

To encourage representation of a variety of points of view, Commissioners Court will seek a diversity of membership.

Three processes for appointments to Bexar County Board and Commissions exist based on the types of appointments are as follows:

- A: An appointment process that requires a majority vote from Commissioners Court for approval. These are appointments to a statutorily created board or commission with requirement that "Commissioners Court shall appoint" resulting in an agendized item for discussion, nomination and "*Recorded Vote by the Court.*" Appointments under this category may, at the Court's discretion, require applicants to interview before a quorum of Commissioners Court. [Example: VIA Metropolitan Transit Authority].
- B: An appointment process that allows individual Court members to select and appoint candidates. These are appointments to a statutorily created board or commission with the requirement that "Commissioner Court shall appoint" either with the informal agreement of Commissioners Court or the legal requirement that each member of the Court make individual appointments resulting in a

*“Consent Agenda Record Vote”* for approval by the Court. [Example: University Health System Board of Managers].

- C: Appointments to a non-statutorily created board or commission which require only a *“file for record”* appointment. [Example: San Antonio River Oversight Committee]. For appointment process type (A) above, the coordinator of Bexar County Boards and Commissions shall solicit applicants Countywide, facilitate the interview process for Commissioners Court, and prepare the agenda coordination form and necessary backup for Commissioners Court action.

For appointment process types (B) and (C) above where the Court members make individual appointments; a Court member may solicit applicants to fill position(s) and prepare the Agenda Coordination Form and necessary backup for Commissioners Court action.

In making a recommendation for appointment process types (A), (B) and (C) above, the individual member of the Court or other official recommending the appointment shall provide a copy of the Bexar County Boards and Commissions Application (herein Exhibit I), and an Agenda Coordination Form to the Agenda Coordinator with the following information to be listed on the Court’s Agenda:

- a) Name of Board or Commission
- b) Name of person to be appointed
- c) Term of office
- d) Whether or not that individual filling an unexpired term or is replacing an incumbent board or commission member.

Adjacent to each board and commission position in the Bexar County Board and Commissions Master List (referred to later in this document), the Commissioners Court, Judge, or Commissioner Precinct #, is listed to indicate whether the position is a Commissioners Court appointment or an individual Court member appointment.

## **APPOINTMENT NOTIFICATION**

Upon appointment of a board or commission member, the coordinator of the Bexar County Boards and Commissions shall prepare a formal letter of notification on behalf of the Court, copies of which shall be sent to appointee and chair of the board or commission. A copy of the minutes reflecting the Commissioners Court appointment shall be attached to the letter.

## **REQUIREMENTS FOR APPOINTMENT**

Unless statutory authority provides otherwise, the following are the requirements for appointment:

1. Reside within Bexar County or represent a local business enterprise or other legal entity which is primarily located within Bexar County;
2. Interest in the betterment of Bexar County in addition to any special requirements of a particular board or committee;
3. Must have a credible record of attendance and performance in any previous board experience;
4. Not in arrearage in County taxes;
5. Not an adversary party in pending litigation against the County; and
6. Must meet any special qualifications required by the authority that created the board.

## **INFORMATION**

All persons considered for appointment or reappointment shall complete a Bexar County Boards and Commissions Application.

## **INCUMBENTS**

Persons appointed and serving on any board or commission may be requested to submit a Bexar County Boards and Commissions Application to be considered for reappointment to the position in which they serve or for appointment to any other available position.

## **TERM**

All appointments to boards and commissions shall be made for a term of two (2) years unless otherwise statutorily required. Each appointee shall serve until a successor has been appointed.

Any vacancies will be filled for the remainder of the term in the same manner as a regular appointment.

Each citizen shall be limited to Bexar County appointments on a maximum of two (2) boards or commissions at the same time.

## **MAINTENANCE OF MEMBERSHIP**

The chairperson of the various boards/commissions shall immediately notify the coordinator of the Bexar County Boards and Commissions, in writing, should there be either a resignation or termination of membership.

The coordinator of Bexar County Boards and Commissions shall maintain a Master List containing the names and expiration dates of all appointments to boards and commissions. The Master List shall be updated upon each appointment to a board or commission and made available to the public and all Bexar County offices and departments via the Bexar County Intranet, Internet or in paper from upon request, copies of the Master List shall be posted in the Commissioners Court reception area.

## **MEETINGS**

1. All boards and commissions created by the Bexar County Commissioners Court shall meet in accordance with applicable provisions and bylaws.
2. Special meetings may be called by the chairperson or by a quorum of members at any time.
3. All meetings shall be in compliance with the Texas Open Meetings Act, Tex Govt. Code Chapter 551 to include posting agendas that will clearly identify, for the general public, the purpose of the item and the proposed action to be taken.
4. Proper records of all meetings shall be maintained.

## **ATTENDANCE**

1. Regular attendance of board and commission meetings by the appointee is expected by the Bexar County Commissioners Court.
2. The chairperson shall notify the coordinator of the Bexar County Boards and Commissions, in writing, of any member who is absent from three (3) consecutive meetings without an excused absence by formal action of the Board, or is absent from fifty percent (50%) of the meetings held during any twelve month period. A meeting cancelled for lack of quorum is considered a meeting for purposes of recording attendance.

## REPORTING

On a date determined by the coordinator of Bexar County Boards and Commissions, members from each board and commission shall be required to work with the Chair, other members of my Board or Commission and the coordinator of Bexar County Boards and Commissions to facilitate the process of providing written or oral reports to Commissioners Court on an annual basis. This board or commission membership requirement shall be included on the Bexar County Boards and Commissions Application.

## ESTABLISHMENT OF BYLAWS

Bylaws, and any changes thereof, shall be subject to the approval of Commissioners Court.

## PUBLIC OFFICE

If a member of any board or commission appointed by the Commissioners Court shall become a candidate for nomination or election to any public office, that member shall immediately notify the Commissioners Court. In the event that holding both the position on the County's board or commission and the position for which that board or commission member has become a candidate constitutes dual officeholding under the Texas Constitution, as determined by the Bexar County Criminal District Attorney's Office, that individual shall be deemed to have resigned his/her place or position on the County board or commission.

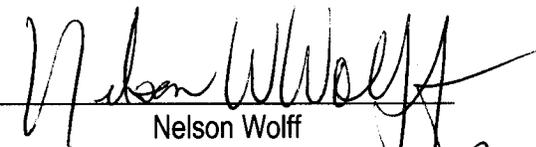
## CONFLICT OF INTEREST

Each member of any board or commission shall disclose any possible conflict of interest, which may arise in connection with matters being considered by the board or commission of which he/she is a member, and shall refrain from discussion or voting on any such matters.

## REMOVAL

The members of any board or commission appointed by Commissioners Court may be removed for cause by the Commissioners Court, unless removal procedures are statutorily prescribed.

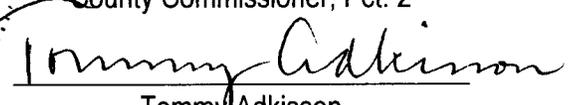
PASSED AND APPROVED THIS THE 24<sup>th</sup> DAY OF AUGUST 2004.

  
Nelson Wolff  
County Judge

  
Robert Tejada  
County Commissioner, Pct. 1

  
Paul Elizondo  
County Commissioner, Pct. 2

  
Lyle Larson  
County Commissioner, Pct. 3

  
Tommy Adkisson  
County Commissioner, Pct. 4

